

REASON FOR						POSITION DESCRIPTION COVER SHEET	
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER			
RECOMMENDED							
4. TITLE					5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE					9. INCUMBENT <i>(Optional)</i>		
OFFICIAL							
10. TITLE Statistical Clerk (Office Automation)							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A		17. CLASSIFIER
GS	1531		04	MONTH/DAY/YEAR	YES	NO	MS
				4/22/02			
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>							
1st				5th			
2nd				6th			
3rd				7th			
4th				8th			
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.							
19. Supervisor's Signature			20. Date		22. Second Level Supervisor's Signature		23. Date
21. Supervisor's Name and Title				24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM							
FACTOR	25. FLD/BMK		26. POINTS		FACTOR	25. FLD/BMK	
26. POINTS							
1. Knowledge Required				6. Personal Contacts			
2. Supervisory Controls				7. Purpose of Contacts			
3. Guidelines				8. Physical Demands			
4. Complexity				9. Work Environment			
5. Scope and Effect						27. TOTAL POINTS	
Grade based on PCS for Statistical Assistant Series, GS-1531, (TS-68 dtd 6/67)						28.	28. 04
GRADE							
CLASSIFICATION CERTIFICATION							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. Signature /S/ MARILYN STETKA					30. Date 4/22/02		
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)							
32. Remarks FLSA: N				Standard Job#1531-04		33. OPM Certification Number	

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				04	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)
GS	1531		0002	STATCL CLK

6. HQ.FLD.CD. (1)	7. SUP.CD. (1)	8. CLASS STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
1=HQ 2=FLD	8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA	X=New Std. Applied Blank=NA	N=NO Y=Interdis	MO DAY YEAR
				04 22 02

11. EARLY RET. CD. (1)	12. INACT/ACT (1)	13. DT. ABOL. (6)	14. DT.INACT/REACT (6)	15. AGCY. USE (10)
1=Primary 2=Secondary	A I=Inactive A=Active	MO DAY YEAR	MO DAY YEAR	

16. INTERDIS. SER. (40)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
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17. INTERDIS. TITLE CD. (50)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)
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C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
N E=Exempt N=Nonexempt	0 N 0=None 3=SF 278 4=OGE 450	A=Sched A B=Sched B C=Sched C	1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk	04XX

6. WK. TITLE CD. (4)	7. WK TITLE (38)
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8. ORG. STR. CD. (18)	9. VAC. REV. CD. (1)
1st 2nd 3rd 4th 5th 6th 7th 8th	0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1)	13. DUTY STATION (9)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		Blank=N/A Y=Yes	Slate (2) City(4) Cnty(3)		MO DAY YEAR	Blank=N/A 1=PAS	MO DAY YEAR
							04 22 02

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. (4)
N 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG	MO DAY YEAR	MO DAY YEAR	Y=Perm N=Other

22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)	23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT/ACT (1)	26. DT. INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev. Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev. Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change 5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos. 9=Other	MO DAY YEAR	MO DAY YEAR	A 1=Inact. 2=Act.	MO DAY YEAR			

30. CLASSIFIER'S SIGNATURE	31. DATE
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32. REMARKS

Standard Job #1531-04

Statistical Assistant (Office Automation)
GS-1531-04

Standard Job #1531-04

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

Assembles and prepares survey materials, including questionnaires, field supplies, county maps and aerial photos, and training materials.

Checks in and sorts questionnaires; reviews and edits each questionnaire for errors, omissions and inconsistencies; converts improperly reported data into appropriate units.

Performs data entry and verification.

Computes statistical measures (e.g., straight and weighted averages, ratios, percentages); summarizes data; prepares worksheets for commodity estimates; checks indications, estimates, and comments for internal consistency; submits estimate worksheets to headquarters by mail or via computer.

Prepares tables, charts, and graphs.

Compiles historic data; maintains official files and records.

Updates the list sampling frame data (and/or area frame) or identifies needed changes and forwards the information to the LSF coordinator.

Performs other related duties as assigned.

B. Evaluation Factors

1. Knowledge Required by the Position

Knowledge of the organizational structure of the State Statistical Office (SSO) and its office procedures.

Knowledge of the agricultural subject matter.

Knowledge of basic sampling concepts and nomenclature.

Skill in performing statistical computations (e.g., ratios, percentages, weighted averages).

Skill in utilizing computer equipment and a variety of commercial software packages (e.g., WordPerfect, Harvard Graphics, Lotus 1-2-3, dBASE, or the equivalent); the ability to access software via the local area network (LAN); a qualified typist is required.

Knowledge of basic list sampling frame functions.

Knowledge of restrictions on the release of data and of confidentiality requirements.

2. Supervisory Controls

The incumbent is under the administrative supervision of the Deputy State Statistician. Technical supervision is provided by the commodity group leader or by one of the commodity statisticians, depending on the needs of a given project. The supervisor outlines the objectives, deadlines, and priorities of each assignment and thoroughly explains any special requirements. Work may be spot-checked while in progress, although recurring or routine assignments are subject to only a cursory review. Completed work is reviewed for adequacy, conformance with established policies and procedures, and accomplishment of stated objectives.

3. Guidelines

Guidelines, either agency-wide or office-generated, are available to assist in most survey projects. These include Technical instructions and manuals (e.g., estimation manuals, editing manuals) issued from headquarters, as well as documentation prepared within the SSO and handed down from survey to survey and year to year. Precedent and lessons learned via individual experience are also relied upon to guide future action.

4. Complexity

The mission of the SSO is such that a number of survey projects are in progress simultaneously, each in a different stage of completion. The incumbent must deal with the conflicts and complications inherent within this situation.

Assigned to participate in a number of these ongoing projects, the incumbent may be assembling materials for one survey, editing data for another survey, and filing post-survey documentation for yet another survey - all at the same time. The incumbent is, however, aided by specific guidelines and instructions, and the majority of assignments follow standard and established practices and procedures.

5. Scope and Effect

The work of the office is part of an extensive data gathering effort whose final results have an impact at both the national and international levels. Timeliness and accuracy are essential at every step in the process, from initial collection, through analysis, to the posting of final estimates. This is self-evident. The results of this or any other effort cannot be valid unless the building blocks are sound. In helping to insure that soundness, the incumbent plays an essential supporting role.

6. Personal Contacts

Contacts are established with statisticians in the office, and, to a limited extent, with employees in other NASS offices. Outside contacts are less frequent, but may include survey participants, agri-business personnel, state government employees, and NASDA enumerators.

7. Purpose of Contacts

Contacts are for the purpose of clarifying instructions, receiving assignments, and exchanging information.

8. Physical Demands

The work is mainly sedentary; no special physical demands are levied.

Statistical Assistant (Office Automation)
GS-1531-04

Standard Job #1531-04

9. Work Environment

The work is performed in an office setting.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: _____